

PROCEEDINGS OF THE BROWN COUNTY FIRE INVESTIGATION TASK FORCE

BOARD OF DIRECTORS

A meeting of the Board of Directors of the Brown County Fire Investigation Task Force was held on March 10, 2016, at 9:00 a.m., at the Brown County Sheriff's Office, 2684 Development Drive, Green Bay, WI.

Present: Glenn Deviley, David Konrath, Ed Janke, David Lasee, Brandon Dhuey, Eric Dunning, Mike Niefert, Todd Delain

Item #1. Adoption of Agenda.

Motion made by Delain and seconded by Dhuey to adopt the agenda. **Motion carried.**

Item #2. Review Minutes of Meeting of Previous Meeting.

Motion made by Delain and seconded by Deviley to approve the minutes from the last meeting on December 17, 2015. **Motion carried.**

Item #3. Report of Monthly Activities of the Fire Investigation Unit.

Dhuey reported that the Task Force was called out to four fires since January 1, 2016:

- North Rd., Ashwaubenon
- Cardinal Ln., Howard
- List Ct., Bellevue
- Silverstone Tr., Ledgeview

Item #4. Report of General Membership President.

Dhuey reported that he talked with Melissa Spielman of Brown County Emergency Management who thinks there is a checkbox in their software where "fire investigator" could be included when the new ID cards are made so there would not be a need for a separate ID card for Task Force members. Dhuey is waiting to hear back from her to confirm this.

The rig has now been moved to the Sheriff's Office.

Dhuey stated that Task Force members have a question regarding the Task Force's policy for field notes—whether to keep or destroy them. The consensus of the Board is that they be destroyed after the member types up his/her report as that is standard practice for law enforcement.

Dhuey reported that three members went to the IAAI expert testimony class. For the class they each needed to make enlarged copies of color prints from an old case they worked and that it cost each of them around \$100. Delain stated the Task Force will pay this.

Dhuey stated that apparel printing work is now going to Team Apparel, but there is a \$30 fee to transfer the logo to them. Delain stated the Task Force will pay this.

Dhuey stated that he wants to get some small signs printed up for the Task Force to post when leaving a fire scene and turning it over to the property owner that state that potential evidence may still be at the scene. An investigator would sign, date and post the sign on the property and then also photograph it.

Dhuey stated that he emailed a SurveyMonkey to members to get feedback about the Task Force. A common response was lack of training provided.

Dhuey stated that Scott Tebo from Unified Investigations wants to conduct live burn training possibly in Green Bay and that they may foot the bill. Janke said that Howard has a building they can provide for this training. Dhuey will contact Tebo to see if they will foot the bill.

Item #5. Financial Report.

Delain reported that \$3,510.82 has been spent so far this year. Dhuey stated that he purchased iPads and CAD software with leftover money from last year. Members will now be able to do sketches using the CAD software.

Item #6. Old Business.

A. Disposition of Case Proceedings.

None at this time.

B. Review and Approve Strategic Plan.

Janke reviewed the progress of the strategic plan. There was discussion on eliminating the title “intern” and titling everyone “investigator” of which there would be four different levels which members can work their way up. There was discussion on what constitutes a lead investigator (level 4). Dhuey stated that he asked members at the last General Membership meeting what their thoughts were on this, and some felt that only three levels are necessary.

Dhuey reviewed position descriptions and responsibilities for the Task Force that he created and reviewed them with the Board. Motion made by Delain and seconded by Dunning to approve the “Position Description and Responsibilities” as submitted by Dhuey with minor tweaks to have ready for the next meeting. **Motion carried.**

Konrath will create an awards policy.

Item #7. New Business.

A. Review Proposed Bylaw Changes with Possible Action.

Nieft reviewed the proposed bylaw changes reference changing the wording of President/Coordinator and Vice-President of the General Membership officers to Coordinator and Assistant Coordinator, respectively. Also, the Board will appoint the Coordinator and the Coordinator will then submit his/her nominee for Assistant Coordinator to the Board for approval at their next scheduled meeting. Motion was made by Delain and seconded by Janke to approve these changes to the bylaws. **Motion carried.**

B. Elect Interim Chairperson and Vice-Chairperson.

Nieft will be retiring in June prior to the next Board meeting. Motion made by Delain and seconded by Dhuey to elect Janke as interim chairperson. **Motion carried.** Motion made by Dunning and seconded by Deviley to elect Dunning as interim vice-chairperson. **Motion carried.**

Item #8. Report of Juvenile Firesetter Program Coordinator.

Nieft reported that Nick Craig is no longer doing fire prevention education at GBMFD and that this position has not yet been filled. He noted that Rob Gering from GBMFD is certified in JFS interviewing. If this position is not filled by GBMFD, it was suggested that maybe someone from a different department could take over as JFS coordinator.

Nieft stated that he found a set of JFS bylaws from 2004 and was not aware that they existed. This will be put on the next meeting's agenda for review.

Item #9. Other Matters.

Dhuey questioned who should get to attend the spring IAAI conference in June as some who are not active on the Task Force want to go. There was discussion that those who are meeting the Task Force minimum participation criteria should get to go. A list will be made of those who aren't meeting the minimum criteria to inform them of this.

It was also discussed that all interns need to have a signed letter from their chief to be on the Task Force. The wording in the bylaws needs to be changed to reflect this under "Intern Qualifications". Motion made by Delain and seconded by Dunning to change "Should be recommended by the chief of his/her department" to "Shall be recommended by the chief of his/her department". **Motion carried.**

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Item #10. Set Date, Time, and Location of Next Meeting.

The next meeting was set for June 9, 2016, at 9:00 a.m., at the Brown County Sheriff's Office.

Item #11. Adjourn.

Motion made by Delain and seconded by Dunning to adjourn the meeting. **Motion carried.**

Respectfully submitted,

Marsha Laurent
Recording Secretary